

Tuition Benefit Administrative Guidelines

- The reimbursement is based on courses taken during the calendar year (January - December) and is **always** applied to the year in which a course begins.
- **"On City-Time" Use of Tuition Benefit**
Some unions and employee groups are eligible to take *CRITICAL, JOB-RELATED COURSES* on City-Time. Courses must be approved by your Department/Agency Head and Employee Relations. ALL other courses, seminars and conferences must be taken on the employee's own time. Please call 286-3387 with any questions, or send email to aknick@milwaukee.gov.
- **Part-Time Employees** are eligible to receive prorated Tuition Benefits provided they work a **minimum** of 40 hours per pay period.
- **A valid receipt is required** for ALL course, seminar, convention, conference and membership dues reimbursement requests. However, courses offered in the **Bulletin of Courses** do not require a receipt.
- **Definition of an Acceptable Receipt**
Receipts MUST show that payment was made, as well as the amount paid. Examples of acceptable receipts include: cash register receipt, canceled check (copy of both sides required), money orders, credit card statements, or official receipts provided by the school or organization. Bank statements are only acceptable when accompanied by a copy of the front of the check or check carbon.
- **Unacceptable receipts include** invoices or registration forms requesting payment, receipts that show payment was made by another person, or receipts that are not legible.
- **Taxes** -- ALL courses, seminars and conferences are **nontaxable**. The reimbursement is added to your gross total, but not to taxable earnings and NO withholdings will be taken.
- **Approval Determinations for Courses** -- If you want to know in advance if a course will be approved for reimbursement, please call 286-3650, or 286-3387. Courses must be taken at accredited institutions, schools or organizations approved by Employee Relations. Course fees are applied to the year in which a course begins.
- **Approval Determinations for Membership Dues**
If you want to know in advance if a membership will be approved for reimbursement, please call 286-3650 or 286-3387. Not all bargaining units are eligible for membership dues. Organizations MUST be nonprofit, nonsectarian and established for the expressed purpose of providing information, resources and programming that benefit its members in their professional specialties. Membership dues are applied to the year in which the enrollment period begins. Membership dues reimbursement DOES NOT include union dues.
- **Grade Reports and Completion Statements**
For college courses, the minimum grade accepted as satisfactory completion is a final grade that represents the minimum grade point average required for a degree, diploma or certificate. "Mid-Term" grade reports are NOT acceptable. Conferences, conventions and seminars DO NOT require a grade report or completion statement.
- **Tuition Reimbursement and Membership Dues Benefits Do Not Cover**
Non-required textbooks, union dues, finance charges, sales tax, licenses, certifications, examinations, shipping/handling charges, late and administrative fees, travel expenses (IE: lodging, meals, mileage), parking fees, magazine/journal/ periodical subscriptions, equipment or supplies. *Certain bargaining units are eligible for REQUIRED equipment and supply reimbursement.*
- **Seasonal Layoff and Unpaid Leaves of Absence**
If you have started a course prior to going on seasonal layoff or an unpaid leave of absence, you will receive your reimbursement check when you return to work. You must still send in the application, receipts and completion statements within eight weeks of the end of the course. However, if you start a course while on an unpaid, involuntary Leave of Absence or Layoff, you are not eligible to receive reimbursement.
- **Resignations from City Employment**
If you resign from City employment within six months of receiving a Tuition Benefit, that amount will be withheld from your final paycheck. This does not apply to those who retire, transfer to the School Board, or whose positions are eliminated due to budget cuts. You will not receive reimbursement for a class if you leave prior to completing it.